

Los Alamos National Laboratory Postdoctoral Career Fair 2008

Career Fair Attendee Etiquette.

Compiled from career sites

More information on www.Monster.com and www.careerbuilder.com

Preparation for the fair

- Research the organizations that interest you by visiting the Career Resource Center and the organizations' web sites.
- Prepare resumes for the organizations and positions that interest you.
- Develop an introductory statement to use as you meet employers.
- Review your strengths, skills, goals, and interests and consider how they relate to the positions available. Be prepared to promote your suitability for the position and to express your interest.
- Develop a list of questions for the employers that interest you.

During the fair

- Wear proper job fair attire, **a business suit, is highly recommended.**
- Bring Copies of your resume in Folder or portfolio.
- Paper pad and pen for note taking
- Bring a confident SMILE.
- Maintain good eye-contact, but don't stare.
- A FIRM handshake shows confidence.
- Demonstrate knowledge of your chosen field.
- Be assertive. Approach employers, extend your hand, and introduce yourself.
- Be prepared to carry the conversation and ask questions.
- Employers will want to see how you handle yourself and how you utilize your interpersonal communication skills.
- Provide employers with a copy of your resume and describe how you would be a good fit for the position and the organization.
- Collect company information for further research.
- Ask the recruiter for their business card so you can follow-up later with a thank-you note.
- Thank recruiters for their time.

Post fair responsibilities

- Write thank you notes to recruiters from companies that are of particular interest to you.
- Follow-up on leads by calling the recruiter if you haven't heard from them within two weeks.